

FINAL RECOMMENDATION

26 April 2000

Recommendation of the Leadership and Communications Action Plan Team Issue # 2-26 Item #87 (page 26 of the Action Plan)

Summary: “The Chief Operating Officer must lead the open communications effort across the USFA organization. Examples of this leadership include attending regular FEMA senior staff meetings, providing a written summary of meetings to staff, etc.”

Recommendation:

Time Frame: 30 May 2000

This item contains two distinct communications efforts. First, a partial solution leading to more open communications across the USFA is the implementation of providing minutes from USFA senior staff meetings (Item # 79).

The second part relates to providing a written summary of FEMA HQ senior staff meetings to staff. The Action Plan team concurs with this recommendation. The Chief Operating Officer regularly attends FEMA Sr. Staff meetings at HQ, and shares notes from those meetings with USFA Senior Staff. Where appropriate, the notes or summaries from those meetings can be disseminated to staff through the Sr. Managers. The importance of this type of communiqué is to provide USFA with information related to disaster training, disaster response and Project Impact.

Fire personnel have integral roles in disaster response especially in the Emergency Operation Center. Input from USFA staff could improve or streamline this portion of EOC activities in both response and disaster training. There is a great interest among USFA staff to participate in actual disaster response. Enhanced involvement of USFA staff in Project Impact could lead to an increase in having fire and arson mitigation as a component in Project Impact communities. The USFA staff will have a better understanding of the programs described here and others with the dissemination of information from FEMA HQ in a timely manner.

Background: This action related to USFA internal communication is currently ongoing and is addressed in more detail with Item # 79. While there is increased participation in USFA senior staff meetings with budget, union and often branch chiefs in attendance, a consistent and formal dissemination tool needs to be developed.

Budget Impact: \$0

Conclusion: Interested staff will obtain consistent information from Senior Management on a timely basis. This will contribute to the Staff's understanding of Senior Management's vision for the USFA and its ongoing relationship with FEMA activities resulted in a more cooperative, joint efforts.

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